

COURTHOUSE NEWS

SPECIAL EDITION

A Summary of Topical Highlights from decisions of the
U.S. District Court for the District of Oregon

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CM/ECF

There are several changes of note for users as the court migrates all civil and criminal case data to Version 1 of the national release of the Case Management/Electronic Case Filing (CM/ECF V1) software.

Logins & Passwords

- Existing CM/ECF and PACER logins and passwords for users will remain the same.
- The CM/ECF login and password is issued by the court to an individual attorney upon registration. The CM/ECF login and password constitutes the attorney's signature under LR 11 and Fed. R. Civ. P 11. This login and password must be used to e-file documents in the system and to maintain the attorney's User Account.
- A PACER (Public Access to Court Electronic Records) login and password is used in conjunction with the CM/ECF system to run reports and queries and to view documents. PACER logins and passwords are

issued by the PACER Service Center.

Generally, a single PACER account is obtained for the firm and attorneys use the "Client Code" field to distinguish charges.

Visit

www.pacer.psc.uscourts.gov for additional information regarding the PACER Service Center.

- Attorneys have the ability to create a "default" link between their individual CM/ECF login and password and their firms' PACER login and password in order to bypass the PACER login prompt each time a report or query is requested. First, login using the CM/ECF login and password. Run a report or query; this will cause the PACER login screen to appear. Click the box 'make this my default login' after entering the PACER login and

password.

- Users may also change their default PACER login. To do so, log into the system as a CM/ECF user and click on "Utilities" from the main blue tool bar. In Utilities, click on 'Change Your PACER Login.' Enter a new PACER login and password. The new PACER login and password overwrites the existing one.

Summary e-mail Notification

Attorney users will now have the option of selecting whether they wish to receive an e-mail notice each time a filing occurs or a daily summary report of filing activity the next morning. This feature is managed through the attorney's CM/ECF User Account, E-mail Information Screen.

- Selection of the radio button *Send a notice for each filing* will cause all of the electronic notifications to be received as the filing is completed.

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- Alternatively, selection of the radio button *Send a Daily Summary Report* will substitute the immediate notifications with a summary report of filings. This summary is sent the following morning and is generated only if there is activity to report.

Viewing Documents:

The Judicial Conference has issued policies on public access to electronically filed documents over the Internet. That policy establishes that

"documents in civil case files should be made available electronically to the same extent that they are available at the courthouse with one exception (Social Security cases should be excluded from electronic access)."

Regarding criminal cases, the policy states that

"public remote electronic access to documents in criminal cases should not be available at this time, with the understanding that the policy will be reexamined within two years of adoption by the Judicial Conference."

Generally documents electronically filed in civil cases are accessible by using the PACER login and password.

However, access to electronically filed documents over the Internet in Social Security and criminal cases is restricted to attorneys of record in the specific case and court staff and a message to that effect will be displayed to unauthorized viewers. The CM/ECF system needs to determine that the viewer of documents in those cases is counsel of record at the time the document is requested either from the e-mail notification or when running reports or queries directly from CM/ECF.

Viewing Documents in Social Security or criminal cases from E-mail: The user must be logged in as a CM/ECF user before opening the document from the e-mail message. Those steps are noted as follows:

A second browser window must be opened and the user logged into CM/ECF using the CM/ECF login & password **BEFORE** clicking on the hyperlinks

within the e-mail notification.

Return to the e-mail notification window and click on the hyperlinks (using the PACER login & password) to view the electronically filed document.

Viewing Documents in Social Security or criminal case from CM/ECF: The system still must recognize the requestor as an authorized viewer before document will be displayed. Log into the system using the CM/ECF login and password. Click on Reports or Queries.

If the user has not established the PACER default login, the PACER login screen will appear. Enter the PACER login and password. Return to Reports or Queries. Documents will now be displayed.

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